

# 860 Purchase Order Change

Functional Group ID=**PC**

## Introduction:

This standard provides for the format and establishes the data contents of a purchase order change transaction set. The purchase order change transaction set provides the information required for the customary and established business and industry practice relative to a purchase order change. This transaction can be used: (1) by a buyer to request a change to a previously submitted purchase order or (2) by a buyer to confirm acceptance of a purchase order change initiated by the seller or by mutual agreement of the two parties.

## Notes:

- 1. This transaction set is used to issue modifications to all types of award instruments, i.e., contracts, purchase orders, delivery orders, grants, leases, basic contracts, etc.*
- 2. The term modification, used in this implementation convention, includes change orders.*
- 3. When the modification action applies to a line item in table 2, insure appropriate action is taken to table 1 and other line items in table 2. For example, if a line item is added to table 2 with a different delivery date than all the other line items and the delivery date for all the line items was identified in table 1, then the delivery date identified from table 1 must be deleted and added to each line item in table 2.*
- 4. If a date is cited in BCH10, the modifications described by this transaction set must be accepted (acknowledged) via the Purchase Order Change Acknowledgment, transaction set 865, by that date.*
- 5. Transaction set 864, Text Message, should be used to reject a Contractor Initiated Change Request, transaction set 865. Do not use a Purchase Order Change, transaction set 860, for this purpose.*
- 6. For the purpose of Y2K compliance, all dates provided in SAACONS generated transactions will employ a bridging (windowing or 49/50 rule) application. Bridging is a technique in which a year of 00 - 49 is considered to be prefaced by the century 2000, and a year of 50 - 99 is considered to be prefaced by the century 1900.*

## Heading:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
5	010	ST	Transaction Set Header	M	1		
6	020	BCH	Beginning Segment for Purchase Order Change	M	1		
8	030	NTE	Note/Special Instruction	F	100		
9	040	CUR	Currency	O	1		
12	050	REF	Reference Numbers	O	12		

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Not Used	060	PER	Administrative Communications Contact	O	3	
Not Used	070	TAX	Tax Reference	O	3	
14	080	FOB	F.O.B. Related Instructions	O	1	
Not Used	090	CTP	Pricing Information	O	25	
Not Used	100	SSS	Special Services	O	25	
16	110	CSH	Header Sale Condition	O	1	
Not Used	120	ITA	Allowance, Charge or Service	O	10	
17	130	ITD	Terms of Sale/Deferred Terms of Sale	O	5	
Not Used	140	DIS	Discount Detail	O	20	
19	150	DTM	Date/Time/Period	O	10	
Not Used	160	LDT	Lead Time	O	12	
Not Used	180	LIN	Item Identification	O	5	n1
Not Used	190	PID	Product/Item Description	O	200	
Not Used	200	MEA	Measurements	O	40	
21	210	PWK	Paperwork	O	25	
23	220	PKG	Marking, Packaging, Loading	O	200	
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	2	
Not Used	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	250	TD3	Carrier Details (Equipment)	O	12	
Not Used	260	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
24	270	MAN	Marks and Numbers	O	10	
LOOP ID - N9					1000	
25	280	N9	Reference Number	O	1	
27	290	MSG	Message Text	O	1000	
LOOP ID - N1					200	
28	300	N1	Name	O	1	
30	310	N2	Additional Name Information	O	2	
31	320	N3	Address Information	O	2	
32	330	N4	Geographic Location	O	1	
33	340	REF	Reference Numbers	O	12	
34	350	PER	Administrative Communications Contact	O	3	
Not Used	360	FOB	F.O.B. Related Instructions	O	1	
Not Used	370	TD1	Carrier Details (Quantity and Weight)	O	2	
Not Used	380	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	390	TD3	Carrier Details (Equipment)	O	12	
Not Used	400	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	410	PKG	Marking, Packaging, Loading	O	200	

### Detail:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
LOOP ID - POC							10000
35	010	POC	Line Item Change	O	1		
Not Used	020	CUR	Currency	O	1		

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Not Used	030	PO3	Additional Item Detail	O	25
Not Used	040	CTP	Pricing Information	O	25
Not Used	049	MEA	Measurements	O	40
LOOP ID - PID					1000
41	050	PID	Product/Item Description	O	1
42	060	MEA	Measurements	O	10
Not Used	070	PWK	Paperwork	O	25
44	080	PKG	Marking, Packaging, Loading	O	200
45	090	PO4	Item Physical Details	O	1
47	100	REF	Reference Numbers	O	12
Not Used	110	PER	Administrative Communications Contact	O	3
Not Used	120	SSS	Special Services	O	25
48	130	ITA	Allowance, Charge or Service	O	10
Not Used	140	IT8	Conditions of Sale	O	1
Not Used	150	ITD	Terms of Sale/Deferred Terms of Sale	O	2
Not Used	160	DIS	Discount Detail	O	20
Not Used	170	TAX	Tax Reference	O	3
50	180	FOB	F.O.B. Related Instructions	O	1
Not Used	190	SDQ	Destination Quantity	O	500
52	200	DTM	Date/Time/Period	O	10
Not Used	210	LDT	Lead Time	O	12
53	220	SCH	Line Item Schedule	O	200
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	1
Not Used	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12
Not Used	250	TD3	Carrier Details (Equipment)	O	12
Not Used	260	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	270	MAN	Marks and Numbers	O	10
Not Used	280	AMT	Monetary Amount	O	1
LOOP ID - SLN					1000
Not Used	290	SLN	Subline Item Detail	O	1
Not Used	300	PID	Product/Item Description	O	1000
Not Used	310	PO3	Additional Item Detail	O	104
LOOP ID - N9					1000
Not Used	320	N9	Reference Number	O	1
Not Used	330	MSG	Message Text	O	1000
LOOP ID - N1					200
55	340	N1	Name	O	1
56	350	N2	Additional Name Information	O	2
57	360	N3	Address Information	O	2
58	370	N4	Geographic Location	O	1
Not Used	380	REF	Reference Numbers	O	12
Not Used	390	PER	Administrative Communications Contact	O	3
Not Used	400	FOB	F.O.B. Related Instructions	O	1
Not Used	410	TD1	Carrier Details (Quantity and Weight)	O	2
Not Used	420	TD5	Carrier Details (Routing Sequence/Transit	O	12

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			Time)			
Not Used	430	TD3	Carrier Details (Equipment)	O	12	
Not Used	440	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	450	PKG	Marking, Packaging, Loading	O	200	

### Summary:

<u>Page No.</u>	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
59	010	CTT	Transaction Totals	M	1		n2
60	020	AMT	Monetary Amount	O	1		
61	030	SE	Transaction Set Trailer	M	1		

### Transaction Set Notes

1. If segment LIN is used, do not use LIN01.
2. Number of line items (CTT01) is the accumulation of the number of POC segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (POC03) for each POC segment.

**Segment:** **ST** Transaction Set Header  
**Position:** 010  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the start of a transaction set and to assign a control number  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:** 1 The transaction set identifier (ST01) is intended for use by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the invoice transaction set).

#### Data Element Summary

	<b>Ref.</b>	<b>Data</b>		<b>Attributes</b>
	<b>Des.</b>	<b>Element</b>	<b>Name</b>	
<b>Must Use</b>	<b>ST01</b>	<b>143</b>	<b>Transaction Set Identifier Code</b>	<b>M ID 3/3</b>
			Code uniquely identifying a Transaction Set	
			860 X12.15 Purchase Order Change	
<b>Must Use</b>	<b>ST02</b>	<b>329</b>	<b>Transaction Set Control Number</b>	<b>M AN 4/9</b>
			Identifying control number assigned by the originator for a transaction set.	
			<i>Use to transmit a unique number assigned by the originator of the transaction set. This same number is carried in SE02.</i>	

**Segment:** **BCH** Beginning Segment for Purchase Order Change  
**Position:** 020  
**Loop:**  
**Level:** Heading  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the beginning of the Purchase Order Change Transaction Set and transmit identifying numbers and dates

**Syntax Notes:****Semantic Notes:**

**Comments:** 1 BCH09 is the seller's order number.

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	BCH01	353		<b>Transaction Set Purpose Code</b>	<b>M ID 2/2</b>
				Code identifying purpose of transaction set	
				00 Original	
Must Use	BCH02	92		<b>Purchase Order Type Code</b>	<b>M ID 2/2</b>
				Code specifying the type of Purchase Order	
				CP Change to Purchase Order	
				<i>Use to indicate a change order, administrative change or supplemental agreement.</i>	
				CR Change to Release	
Must Use	BCH03	324		<b>Purchase Order Number</b>	<b>M AN 1/22</b>
				Identifying number for Purchase Order assigned by the orderer/purchaser	
				<i>Enter the purchase order number.</i>	
	BCH04	328		<b>Release Number</b>	<b>O AN 1/30</b>
				Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction	
				<i>Enter the number of a release, call or delivery order against a basic award instrument cited in BCH03.</i>	
	BCH05	327		<b>Change Order Sequence Number</b>	<b>O AN 1/8</b>
				Number assigned by the orderer identifying a specific change or revision to a previously transmitted transaction set	
				<i>Use to cite modification number.</i>	
Must Use	BCH06	323		<b>Purchase Order Date</b>	<b>M DT 6/6</b>
				Date assigned by the purchaser to Purchase Order	
				<i>All dates specified by SAACONS herein employ the bridging (windowing or 49/50 rule) application.</i>	
Not Used	BCH07	326		<b>Request Reference Number</b>	<b>O AN 1/45</b>
				Reference number or RFQ number to use to identify a particular	

			transaction set and query (additional reference number or description which can be used with contract number)	
	<b>BCH08</b>	<b>367</b>	<b>Contract Number</b> <b>O AN 1/30</b> Contract number <i>Use to identify another procurement instrument identification number (i.e., other than the one carried in BCH03 or BCH04) (e.g., federal supply schedule).</i>	
<b>Not Used</b>	<b>BCH09</b>	<b>127</b>	<b>Reference Number</b> <b>O AN 1/30</b> Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. <i>Use to identify a contractor assigned number to the transmission of the 855. Each successive transmission of a response shall carry a sequential suffix number e.g., -1, -2, -3, etc...</i>	
	<b>BCH10</b>	<b>588</b>	<b>Acknowledgment Date</b> <b>O DT 6/6</b> Date assigned by the sender to the acknowledgment. <i>1. Enter the date by which the vendor must acknowledge this modification.</i>  <i>2. All dates specified by SAACONS herein employ the bridging (windowing or 49/50 rule) application.</i>	
	<b>BCH11</b>	<b>279</b>	<b>Purchase Order Change Request Date</b> <b>O DT 6/6</b> Date of the purchase order change request. <i>1. Use to cite modification date.</i>  <i>2. All dates specified by SAACONS herein employ the bridging (windowing or 49/50 rule) application.</i>	

**Segment:** **NTE** Note/Special Instruction  
**Position:** 030  
**Loop:**  
**Level:** Heading  
**Usage:** Floating  
**Max Use:** 100  
**Purpose:** To transmit information in a free-form format, if necessary, for comment or special instruction

**Syntax Notes:****Semantic Notes:**

**Comments:** 1 The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processable. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

**Notes:** *Use of free form text is discouraged if the information can be provided by some other means within the transaction set.*

**Data Element Summary**

	<b>Ref.</b>	<b>Data</b>	<b>Name</b>	<b>Attributes</b>
	<b><u>Des.</u></b>	<b><u>Element</u></b>		
<b>Must Use</b>	<b>NTE01</b>	<b>363</b>	<b>Note Reference Code</b>	<b>O ID 3/3</b>
			Code identifying the functional area or purpose for which the note applies	
			GEN Entire Transaction Set	
<b>Must Use</b>	<b>NTE02</b>	<b>3</b>	<b>Free Form Message</b>	<b>M AN 1/60</b>
			Free-form text	



**Segment:** **CUR** Currency

**Position:** 040

**Loop:**

**Level:** Heading

**Usage:** Optional

**Max Use:** 1

**Purpose:** To specify the currency (dollars, pounds, francs, etc.) used in a transaction

- Syntax Notes:**
- 1 If CUR08 is present, then CUR07 is required.
  - 2 If CUR09 is present, then CUR07 is required.
  - 3 If CUR11 is present, then CUR10 is required.
  - 4 If CUR12 is present, then CUR10 is required.
  - 5 If CUR14 is present, then CUR13 is required.
  - 6 If CUR15 is present, then CUR13 is required.
  - 7 If CUR17 is present, then CUR16 is required.
  - 8 If CUR18 is present, then CUR16 is required.
  - 9 If CUR20 is present, then CUR19 is required.
  - 10 If CUR21 is present, then CUR19 is required.

**Semantic Notes:**

- Comments:**
- 1 Monetary values are assumed to be expressed in the currency of the country of the transaction originator unless the optional CUR segment is used to specify a different currency. The CUR segment also permits the transaction originator to indicate a specific exchange rate, foreign exchange location and date/time as the basis for a currency conversion. Example 1. Assuming the currency of the transaction originator is U.S. dollars, the following CUR segment, when used in the heading area of a transaction, would indicate that all monetary values appearing in the transaction are expressed in Canadian Dollars (CAD). (In this example the exchange rate is at the discretion of the receiver). CUR\*BY\*CAD\*N/L Example 2. Assuming the currency of the transaction originator is U.S. dollars, the following CUR segment, when used in the detail area of a transaction, describes a currency conversion for that particular item from U.S. dollars to Canadian dollars. It also indicates that a specific exchange rate, at a specified foreign exchange location on a given date/time be used as the basis for the currency conversion. Notes below the diagram describe the meaning of the element values. CUR\*BY\*USD\*1.20\*SE\*CAD\*NY\*007\*840821\*1400 N/L  
1 2 3 4 1. Identifies the buyer's (BY) currency as U.S. dollars (USD). 2. The multiplier (1.20) is the exchange rate factor for the conversion. 3. Identifies the seller's (SE) currency as Canadian dollars (CAD). 4. Indicates the basis for the exchange rate as the New York Foreign Exchange (NY) and the effective date/time (007) as August 21, 1984 (840821) at 2:00 P.M. (1400). The value for this item is to be converted to Canadian dollars (CAD) at the exchange rate of 1.20, based on the New York Foreign Exchange (NY) at 2:00 P.M. (1400) on August 21, 1984. The actual unit price conversion for the item would be: The unit price value 7.50 (U.S. dollars) multiplied by the exchange rate (1.20) equals 9.00 Canadian dollars (7.50 X 1.20 = 9.00) CUR07 through CUR21 provide for five (5) dates/times relating to the currency conversion, i.e., effective date, expiration date, etc.

**Notes:** *If the CUR segment is not used the currency is assumed to be US dollars.*

## Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
<b>Must Use</b>	<b>CUR01</b>	<b>98</b>	<b>Entity Identifier Code</b>	<b>M ID 2/2</b>
			Code identifying an organizational entity or a physical location.	
			SE Selling Party	
<b>Must Use</b>	<b>CUR02</b>	<b>100</b>	<b>Currency Code</b>	<b>M ID 3/3</b>
			Code (Standard ISO) for country in whose currency the charges are specified	
	<b>CUR03</b>	<b>280</b>	<b>Exchange Rate</b>	<b>O R 4/6</b>
			Value to be used as a multiplier conversion factor to convert monetary value from one currency to another	
<b>Not Used</b>	<b>CUR04</b>	<b>98</b>	<b>Entity Identifier Code</b>	<b>O ID 2/2</b>
			Code identifying an organizational entity or a physical location.	
			PR Payer	
			SE Selling Party	
<b>Not Used</b>	<b>CUR05</b>	<b>100</b>	<b>Currency Code</b>	<b>O ID 3/3</b>
			Code (Standard ISO) for country in whose currency the charges are specified	
			<i>Use to identify the currency in which payment will be made if other than U.S. dollars.</i>	
<b>Not Used</b>	<b>CUR06</b>	<b>669</b>	<b>Currency Market/Exchange Code</b>	<b>O ID 3/3</b>
			Code identifying the market upon which the currency exchange rate is based	
			<i>Not used by DPACS.</i>	
			Refer to 003010 Data Element Dictionary for acceptable code values.	
<b>Not Used</b>	<b>CUR07</b>	<b>374</b>	<b>Date/Time Qualifier</b>	<b>C ID 3/3</b>
			Code specifying type of date or time, or both date and time	
			<i>Not used in DPACS.</i>	
			007 Effective	
			036 Expiration	
			Date coverage expires	
<b>Not Used</b>	<b>CUR08</b>	<b>373</b>	<b>Date</b>	<b>O DT 6/6</b>
			Date (YYMMDD)	
			<i>Not used in DPACS.</i>	
<b>Not Used</b>	<b>CUR09</b>	<b>337</b>	<b>Time</b>	<b>O TM 4/4</b>
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	
			<i>Not used in DPACS.</i>	
<b>Not Used</b>	<b>CUR10</b>	<b>374</b>	<b>Date/Time Qualifier</b>	<b>C ID 3/3</b>
			Code specifying type of date or time, or both date and time	
<b>Not Used</b>	<b>CUR11</b>	<b>373</b>	<b>Date</b>	<b>O DT 6/6</b>

			Date (YYMMDD)	
<b>Not Used</b>	<b>CUR12</b>	<b>337</b>	<b>Time</b>	<b>O TM 4/4</b>
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	
<b>Not Used</b>	<b>CUR13</b>	<b>374</b>	<b>Date/Time Qualifier</b>	<b>C ID 3/3</b>
			Code specifying type of date or time, or both date and time	
<b>Not Used</b>	<b>CUR14</b>	<b>373</b>	<b>Date</b>	<b>O DT 6/6</b>
			Date (YYMMDD)	
<b>Not Used</b>	<b>CUR15</b>	<b>337</b>	<b>Time</b>	<b>O TM 4/4</b>
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	
<b>Not Used</b>	<b>CUR16</b>	<b>374</b>	<b>Date/Time Qualifier</b>	<b>C ID 3/3</b>
			Code specifying type of date or time, or both date and time	
<b>Not Used</b>	<b>CUR17</b>	<b>373</b>	<b>Date</b>	<b>O DT 6/6</b>
			Date (YYMMDD)	
<b>Not Used</b>	<b>CUR18</b>	<b>337</b>	<b>Time</b>	<b>O TM 4/4</b>
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	
<b>Not Used</b>	<b>CUR19</b>	<b>374</b>	<b>Date/Time Qualifier</b>	<b>C ID 3/3</b>
			Code specifying type of date or time, or both date and time	
<b>Not Used</b>	<b>CUR20</b>	<b>373</b>	<b>Date</b>	<b>O DT 6/6</b>
			Date (YYMMDD)	
<b>Not Used</b>	<b>CUR21</b>	<b>337</b>	<b>Time</b>	<b>O TM 4/4</b>
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	

**Segment:** **REF** Reference Numbers  
**Position:** 050  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 12  
**Purpose:** To specify identifying numbers.  
**Syntax Notes:** 1 At least one of REF02 or REF03 is required.  
**Semantic Notes:**  
**Comments:**

**Notes:** *1. At least one iteration, with code 65 in REF01, is required to carry the Universal Tracking Number (UTN).*  
  
*2. May use this 1/REF/050 segment to indicate long-line accounting data when number of accounting appropriations on document does not exceed maximum segment usage, must use 2/REF/100 segment to indicate long-line accounting data.*

#### Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	REF01	128		Reference Number Qualifier	M ID 2/2
				Code qualifying the Reference Number.	
			65	Total Order Cycle Number	
				<i>UTN - Universal Tracking Number is a unique identifier used to establish a linkage within a cycle of transaction sets for a single acquisition. Should be a unique identifier within federal agencies. A cycle is defined to include all related transaction sets (840, 843, 850, 855, 860, 865, 836, 864, 810, and 820 if possible).</i>	
			AT	Appropriation Number	
				<i>Use to indicate ACRN and Service ID Code in REF02, and Long Line Accounting Data in REF03.</i>	
			DD	Document Identification Code	
			DS	Defense Priorities Allocation System (DPAS)	
				Priority Rating	
			PR	Price Quote Number	
				<i>Use to reference the quoting party's quotation number.</i>	
			TG	Transportation Control Number (TCN)	
Must Use	REF02	127		Reference Number	C AN 1/30

Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.

***When REF01 is code AT, REF02 will carry the ACRN in position 1-2 and service ID Code in position 3.***

***Service ID Codes:***

- 1 - Army***
- 2 - Air Force***
- 3 - Coast Guard***
- 4 - Navy***
- 5 - Marine***
- 6 - Defense Agency***
- 9 - Non - DOD***

<b>REF03</b>	<b>352</b>	<b>Description</b>	<b>C AN 1/80</b>
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A free-form description to clarify the related data elements and their content

***When REF01 is code AT, REF03 will carry the Long Line Accounting Data (see attachment 1 for format).***

**Segment: FOB F.O.B. Related Instructions****Position:** 080**Loop:****Level:** Heading**Usage:** Optional**Max Use:** 1**Purpose:** To specify transportation instructions relating to shipment

**Syntax Notes:**

- 1 If FOB03 is present, then FOB02 is required.
- 2 If FOB04 is present, then FOB05 is required.
- 3 If FOB07 is present, then FOB06 is required.
- 4 If FOB08 is present, then FOB09 is required.

**Semantic Notes:**

**Comments:**

- 1 FOB01 indicates which party will pay the carrier.
- 2 FOB02 is the code specifying transportation responsibility location.
- 3 FOB06 is the code specifying title passage location.
- 4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

**Notes:** *Use this 1/FOB/080 segment if the FOB point or inspection/acceptance location apply to all of the line items. When the FOB point or inspection/acceptance location vary by line item, use the 2/FOB/180 segment.*

**Data Element Summary**

Ref.	Data			
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	FOB01	146	<b>Shipment Method of Payment</b>	M ID 2/2
			Code identifying payment terms for transportation charges	
			DF Defined by Buyer and Seller	
Must Use	FOB02	309	<b>Location Qualifier</b>	C ID 1/2
			Code identifying type of location	
			DE Destination (Shipping)	
			FV Free Alongside Vessel (Free On Board [F.O.B.] Point)	
			OR Origin (Shipping Point)	
			ZZ Mutually Defined	
			<i>Use to indicate FOB point as described in FOB03.</i>	
	FOB03	352	<b>Description</b>	O AN 1/80
			A free-form description to clarify the related data elements and their content	
			<i>1. FOB03 is only used when FOB02 is code ZZ.</i>	
			<i>2. Contains descriptions such as: Origin, Destination, FAS Vessel, Inside Delivery, or Tailgate Delivery.</i>	
Not Used	FOB04	334	<b>Transportation Terms Qualifier Code</b>	O ID 2/2

			Code identifying the source of the transportation terms		
<b>Not Used</b>	<b>FOB05</b>	<b>335</b>	<b>Transportation Terms Code</b>	<b>C</b>	<b>ID 3/3</b>
			Code identifying the trade terms which apply to the shipment transportation responsibility		
<b>Not Used</b>	<b>FOB06</b>	<b>309</b>	<b>Location Qualifier</b>	<b>C</b>	<b>ID 1/2</b>
			Code identifying type of location		
<b>Not Used</b>	<b>FOB07</b>	<b>352</b>	<b>Description</b>	<b>O</b>	<b>AN 1/80</b>
			A free-form description to clarify the related data elements and their content		
<b>Not Used</b>	<b>FOB08</b>	<b>54</b>	<b>Risk of Loss Qualifier</b>	<b>O</b>	<b>ID 2/2</b>
			Code specifying where responsibility for risk of loss passes		
<b>Not Used</b>	<b>FOB09</b>	<b>352</b>	<b>Description</b>	<b>C</b>	<b>AN 1/80</b>
			A free-form description to clarify the related data elements and their content		

**Segment:** **CSH** Header Sale Condition  
**Position:** 110  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To specify general conditions or requirements of the sale  
**Syntax Notes:** 1 If CSH02 is present, then CSH03 is required.  
2 If CSH06 is present, then CSH07 is required.  
**Semantic Notes:**  
**Comments:** 1 CSH04 is the account number to which the purchase amount is to be charged.

#### Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Not Used	CSH01	563 Sales Requirement Code	O ID 1/2
		Code to identify a specific requirement or agreement of sale	
Not Used	CSH02	564 Do-Not-Exceed Action Code	O ID 1/1
		Code indicating the action to be taken if the order amount exceeds the value of Do-Not-Exceed Amount (565)	
Not Used	CSH03	565 Do-Not-Exceed Amount	C N2 2/9
		Maximum monetary amount value which the order must not exceed.	
Not Used	CSH04	508 Account Number	O AN 1/35
		Account number assigned	
Not Used	CSH05	596 Required Invoice Date	O DT 6/6
		Date specified by the sender to be shown on the invoice.	
	CSH06	559 Agency Qualifier Code	O ID 2/2
		Code identifying the agency assigning the code values	
		AB Assigned by Buyer	
	CSH07	560 Special Services Code	C ID 2/10
		Code identifying the special service	
		C0036 Certificate of Conformance	
		IM Inspect at Destination	
		IO Inspect at Origin	



**Segment:** **ITD** Terms of Sale/Deferred Terms of Sale

**Position:** 130

**Loop:**

**Level:** Heading

**Usage:** Optional

**Max Use:** 5

**Purpose:** To specify terms of sale

**Syntax Notes:**

- 1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.

**Semantic Notes:**

**Comments:**

- 1 If the code in ITD01 is 04, then ITD09 is required and either ITD11 or ITD12 is required. If the code in ITD01 equals 05, then ITD06 or ITD07 is required.

#### Data Element Summary

Ref.	Data			Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
ITD01	336	Terms Type Code		O ID 2/2
		Code identifying type of payment terms		
		03	Fixed Date	
			<i>Use to indicate BPA payment terms.</i>	
		09	Proximo	
			<i>Use only when specified in the 840 and requesting "Fast Pay".</i>	
		14	Previously agreed upon	
			<i>Must use to indicate Constructive Acceptance when other than 7 days.</i>	
		16	Prompt Payment Act	
			<i>Use to indicate payment discount.</i>	
Not Used	ITD02	333	Terms Basis Date Code	O ID 1/2
			Code identifying the beginning of the terms period	
	ITD03	338	Terms Discount Percent	O R 1/6
			Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	
Not Used	ITD04	370	Terms Discount Due Date	C DT 6/6
			Date payment is due if discount is to be earned	
	ITD05	351	Terms Discount Days Due	C N0 1/3
			Number of days in the terms discount period by which payment is due if terms discount is earned	
Not Used	ITD06	446	Terms Net Due Date	O DT 6/6
			Date when total invoice amount becomes due	
	ITD07	386	Terms Net Days	O N0 1/3

Number of days until total invoice amount is due (discount not applicable)

**1. Use to cite Net Days under Prompt Payment Act when ITD01 is code 16.**

**2. Use to indicate the number of days required for Constructive Acceptance when ITD01 is code 14.**

Not Used	ITD08	362	<b>Terms Discount Amount</b>	O	N2 1/10
			Total amount of terms discount		
Not Used	ITD09	388	<b>Terms Deferred Due Date</b>	O	DT 6/6
			Date deferred payment or percent of invoice payable is due		
Not Used	ITD10	389	<b>Deferred Amount Due</b>	C	N2 1/10
			Deferred amount due for payment		
Not Used	ITD11	342	<b>Percent of Invoice Payable</b>	C	R 1/5
			Amount of invoice payable expressed in percent		
	ITD12	352	<b>Description</b>	O	AN 1/80
			A free-form description to clarify the related data elements and their content		
	ITD13	765	<b>Day of Month</b>	C	N0 1/2
			The numeric value of the day of the month between 1 and the maximum day of the month being referenced		
			<i>Use to indicate day of month for payment in accordance with BPA when ITD01 is code 03.</i>		
	ITD14	107	<b>Payment Method Code</b>	O	ID 1/1
			Code identifying type of payment procedures		
			E	Electronic Payment System	
			<i>Use to indicate Electronic Funds Transfer is required. This code is equivalent to using code DF in LM01, code 6 in LQ01 and code T in LQ02 of the 3050 version of this transaction set.</i>		

**Segment:** **DTM** Date/Time/Period  
**Position:** 150  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To specify pertinent dates and times  
**Syntax Notes:** 1 At least one of DTM02 or DTM03 is required.  
**Semantic Notes:**  
**Comments:**

## Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	DTM01	374	Date/Time Qualifier	M ID 3/3
			Code specifying type of date or time, or both date and time	
			<i>When used here, the delivery date applies to the whole order. If not used here, the delivery date will be specified in the DTM or SCH segment at the detail (Table 2) level.</i>	
		002	Delivery Requested	
			<i>Use to indicate the required delivery date.</i>	
		036	Expiration	
			Date coverage expires	
			<i>Use to carry the expiration date (if applicable) of the contractual instrument cited in BEG06.</i>	
		074	Requested for Delivery (Prior to and Including)	
		084	Requested for Shipment (Prior to and Including)	
		103	Award	
			<i>May be used to carry the award date of the contract cited in BEG06.</i>	
	DTM02	373	Date	C DT 6/6
			Date (YYMMDD)	
			<i>All dates specified by SAACONS herein employ the bridging (windowing or 49/50 rule) application.</i>	
Not Used	DTM03	337	Time	C TM 4/4
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	
Not Used	DTM04	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time;	

since + is a restricted character, + and - are substituted by P and M in the codes that follow

**Segment:** **PWK** Paperwork  
**Position:** 210  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 25  
**Purpose:** To specify the type and transmission of paperwork relating to a product, order or report.

**Syntax Notes:** 1 If either PWK05 or PWK06 is present, then the other is required.

**Semantic Notes:**

- Comments:**
- 1 PWK05 and PWK06 may be used to identify the addressee by a code number.
  - 2 PWK07 may be used to indicate special information to be shown on the specified report.
  - 3 PWK08 may be used to indicate action pertaining to a report.

**Notes:** *Use when additional information will have to accompany the shipment, will have to follow under separate cover, be provided electronically, or provided in some other, specified manner.*

**Data Element Summary**

	<b>Ref.</b>	<b>Data</b>		
	<b>Des.</b>	<b>Element</b>	<b>Name</b>	<b>Attributes</b>
<b>Must Use</b>	<b>PWK01</b>	<b>755</b>	<b>Report Type Code</b>	<b>M ID 2/2</b>
			Code indicating the title and/or contents of a document or report.	
			MS Material Safety Data Sheet	
<b>Must Use</b>	<b>PWK02</b>	<b>756</b>	<b>Report Transmission Code</b>	<b>M ID 2/2</b>
			Code defining timing, transmission method or format by which reports are to be sent	
			BW Best Way (Sender's Option)	
			WS With Shipment (With Package)	
<b>Not Used</b>	<b>PWK03</b>	<b>757</b>	<b>Report Copies Needed</b>	<b>O N0 1/2</b>
			The number of copies of a report that should be sent to the addressee	
<b>Not Used</b>	<b>PWK04</b>	<b>98</b>	<b>Entity Identifier Code</b>	<b>O ID 2/2</b>
			Code identifying an organizational entity or a physical location.	
<b>Not Used</b>	<b>PWK05</b>	<b>66</b>	<b>Identification Code Qualifier</b>	<b>C ID 1/2</b>
			Code designating the system/method of code structure used for Identification Code (67)	
<b>Not Used</b>	<b>PWK06</b>	<b>67</b>	<b>Identification Code</b>	<b>C ID 2/17</b>
			Code identifying a party.	
	<b>PWK07</b>	<b>352</b>	<b>Description</b>	<b>O AN 1/80</b>
			A free-form description to clarify the related data elements and their content	
			<i>Use only if necessary to provide additional information or instructions applicable to a specific paperwork item.</i>	

<b>Not Used</b>	<b>PWK08</b>	<b>704</b>	<b>Paperwork/Report Action Code</b>	<b>O ID 1/2</b>
Code specifying how the paperwork or report that is identified in the PWK segment relates to the transaction set or to identify the action that is required				

<b>Segment:</b>	<b>PKG</b> Marking, Packaging, Loading
<b>Position:</b>	220
<b>Loop:</b>	
<b>Level:</b>	Heading
<b>Usage:</b>	Optional
<b>Max Use:</b>	200
<b>Purpose:</b>	To describe marking, packaging, loading, and unloading requirements
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 If PKG04 is present, then PKG03 is required.</li> <li>2 At least one of PKG04 or PKG05 is required.</li> </ol>
<b>Semantic Notes:</b>	
<b>Comments:</b>	<ol style="list-style-type: none"> <li>1 Use the MEA (Measurements) Segment to define dimensions, tolerances, weights, counts, physical restrictions, etc.</li> <li>2 PKG01 relates only to PKG04 and PKG05.</li> <li>3 Use PKG03 to indicate the organization that publishes the code list being referred to.</li> <li>4 PKG04 should be used for industry-specific packaging description codes.</li> <li>5 Special marking or tagging data can be given in PKG05 (description).</li> </ol>
<b>Notes:</b>	<i>This segment is used to define dimensions, tolerances, weights, counts, physical restrictions, etc.</i>

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	PKG01	349	<b>Item Description Type</b>	<b>M ID 1/1</b>
			Code indicating the format of a description	
			F Free-form	
			X Semi-structured (Code and Text)	
	PKG02	753	<b>Packaging Characteristic Code</b>	<b>O ID 1/5</b>
			Code specifying the marking, packaging, loading and related characteristics being described	
			35 Type of Package	
			36 Package Specifications	
			37 Package Protection	
	PKG03	559	<b>Agency Qualifier Code</b>	<b>C ID 2/2</b>
			Code identifying the agency assigning the code values	
			DD Department of Defense	
			Responsible for Military Specification	
Not Used	PKG04	754	<b>Packaging Description Code</b>	<b>C ID 1/7</b>
			A code from an industry code list which provides specific data about the marking, packaging or loading and unloading of a product	
	PKG05	352	<b>Description</b>	<b>C AN 1/80</b>
			A free-form description to clarify the related data elements and their content	

**Segment:** **MAN** Marks and Numbers  
**Position:** 270  
**Loop:**  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To indicate identifying marks and numbers for shipping containers  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**  
**Notes:** *Use this segment when marks and numbers cannot be described as an address in the following N1 loop.*

#### Data Element Summary

	<b>Ref.</b>	<b>Data</b>	<b>Name</b>	<b>Attributes</b>
	<b>Des.</b>	<b>Element</b>		
<b>Must Use</b>	<b>MAN01</b>	<b>88</b>	<b>Marks and Numbers Qualifier</b>	<b>M ID 1/2</b>
			Code specifying the application or source of Marks and Numbers (87)	
			PB Premarked by Buyer	
			S Entire Shipment	
<b>Must Use</b>	<b>MAN02</b>	<b>87</b>	<b>Marks and Numbers</b>	<b>M AN 1/45</b>
			Marks and numbers used to identify a shipment or parts of a shipment	



**Segment:** **N9** Reference Number  
**Position:** 280  
**Loop:** N9 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To transmit identifying numbers and descriptive information as specified by the reference number qualifier  
**Syntax Notes:** 1 At least one of N902 or N903 is required.  
**Semantic Notes:**  
**Comments:**

- Notes:**
- 1. Use this segment to specify clauses, special instructions or other references which are applicable to all the line items in the solicitation.*
  - 2. When an alternate section is relevant for a cited clause, concatenate the alpha/numeric alternate with the clause number in N902.*
  - 3. When citing a clause in N902, the date of the clause **MUST** be cited in N903 or N904 and the title of the clause may be optionally cited in the following MSG segment.*

#### Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
Must Use	N901	128 Reference Number Qualifier	M ID 2/2
		Code qualifying the Reference Number.	
		CJ Clause Number	
		DX Department/Agency Number	
		<i>Use to indicate an agency clause and specify the agency in N903.</i>	
		GS General Services Administration Regulations (GSAR)	
		OS Outbound-from Party	
		PH Priority Rating	
		SH Sender Defined Clause	
		<i>Use to indicate special handling.</i>	
		ZZ Mutually Defined	
		<i>Use to indicate Statement of Work.</i>	
N902	127	Reference Number	C AN 1/30
		Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	
N903	369	Free-form Description	C AN 1/45
		Free-form descriptive text	
		<i>1. May be used to cite the clause title and effective date.</i>	

			<b>2. Cite "Statement of Work" when N901 is code ZZ.</b>	
	<b>N904</b>	<b>373</b>	<b>Date</b>	<b>O DT 6/6</b>
			Date (YYMMDD)	
			<i>All dates specified by SAACONS herein employ the bridging (windowing or 49/50 rule) application.</i>	
<b>Not Used</b>	<b>N905</b>	<b>337</b>	<b>Time</b>	<b>O TM 4/4</b>
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	

<b>Segment:</b>	<b>MSG</b> Message Text
<b>Position:</b>	290
<b>Loop:</b>	N9 Optional
<b>Level:</b>	Heading
<b>Usage:</b>	Optional
<b>Max Use:</b>	1000
<b>Purpose:</b>	To provide a free form format that would allow the transmission of text information.
<b>Syntax Notes:</b>	
<b>Semantic Notes:</b>	
<b>Comments:</b>	1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
<b>Notes:</b>	<i>1. Use this segment to carry the title or full text, if required, a special instruction, or other information associated with the number cited in N902.</i>  <i>2. Clause title and date may be carried in the preceding N903.</i>  <i>3. Use to carry the "Statement of Work" text.</i>

## Data Element Summary

	<b>Ref.</b>	<b>Data</b>		<b>Attributes</b>
	<b>Des.</b>	<b>Element</b>	<b>Name</b>	
<b>Must Use</b>	<b>MSG01</b>	<b>933</b>	<b>Free-Form Message Text</b>	<b>M AN 1/264</b>
			Free-form message text	
<b>Not Used</b>	<b>MSG02</b>	<b>934</b>	<b>Printer Carriage Control Code</b>	<b>O ID 2/2</b>
			A field to be used for the control of the line feed of the receiving printer	

<b>Segment:</b>	<b>N1</b> Name
<b>Position:</b>	300
<b>Loop:</b>	N1 Optional
<b>Level:</b>	Heading
<b>Usage:</b>	Optional
<b>Max Use:</b>	1
<b>Purpose:</b>	To identify a party by type of organization, name, and code
<b>Syntax Notes:</b>	<b>1</b> At least one of N102 or N103 is required. <b>2</b> If either N103 or N104 is present, then the other is required.
<b>Semantic Notes:</b>	
<b>Comments:</b>	<b>1</b> This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
<b>Notes:</b>	<b>1. Whenever possible, address information should be transmitted using code values contained in a combination of the N101, N103/04 data elements. Use N102 and the N2-N4 segments only when it is necessary to transmit the full address.</b>  <b>2. Use this 1/N1/310 loop to identify organizations, places or people that apply to all of the line items in the solicitation, or are not applicable at the line item level (e.g., buying party, etc.).</b>  <b>3. There must be at least one iteration of the N1 segment citing code BY.</b>  <b>4. There must be at least one iteration of the N1 segment citing code VN in N101 and code 1, 9, or 33 in N103.</b>

## Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N101	98 Entity Identifier Code	M ID 2/2
		Code identifying an organizational entity or a physical location.	
		BY	Buying Party (Purchaser) <i>Use to indicate the purchasing office or activity.</i>
		FW	Forwarder <i>Use to indicate port of embarkation.</i>
		OB	Ordered By <i>Requisitioner of goods or services.</i>
		OI	Outside Inspection Agency <i>Use to indicate the administration office if different from address cited with code BY.</i>
		PJ	Party to Receive Correspondence
		PO	Party to Receive Invoice for Goods or Services
		PR	Payer

				<i>Use to indicate the paying office.</i>
		RI	Remit To	
				<i>Use to indicate the place to send payment if different from code VN.</i>
		ST	Ship To	
				<i>Use to indicate Ship To or location where services are to be performed.</i>
		UC	Ultimate Consignee	
				<i>Use to cite marked for address.</i>
		VN	Vendor	
<b>N102</b>	<b>93</b>	<b>Name</b>		<b>C AN 1/35</b>
		Free-form name		
<b>N103</b>	<b>66</b>	<b>Identification Code Qualifier</b>		<b>C ID 1/2</b>
		Code designating the system/method of code structure used for Identification Code (67)		
		1	Dun and Bradstreet (Credit Reporting) (DUNS)	
		9	DUNS with 4-character suffix	
		10	Department of Defense Activity Address Code (DODAAC)	
				<i>Use when an agency is known by its Department of Defense Activity Address Code (DoDAAC) or Civilian Agency Activity Address Code.</i>
		16	ZIP Code	
		19	FIPS-55 (Named Populated Places)	
		33	Commercial and Government Entity (CAGE)	
		93	Code assigned by the organization originating the transaction set	
<b>N104</b>	<b>67</b>	<b>Identification Code</b>		<b>C ID 2/17</b>
		Code identifying a party.		

**Segment:** **N2** Additional Name Information  
**Position:** 310  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify additional names or those longer than 35 characters in length  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	N201	93	Name	M AN 1/35
			Free-form name	
Not Used	N202	93	Name	O AN 1/35
			Free-form name	

**Segment:** **N3** Address Information  
**Position:** 320  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify the location of the named party  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	N301	166	Address Information	M AN 1/35
			Address information	
	N302	166	Address Information	O AN 1/35
			Address information	

**Segment: N4 Geographic Location****Position:** 330**Loop:** N1 Optional**Level:** Heading**Usage:** Optional**Max Use:** 1**Purpose:** To specify the geographic place of the named party

- Syntax Notes:**
- 1 At least one of N401 or N405 is required.
  - 2 If N401 is present, then N402 is required.
  - 3 If either N405 or N406 is present, then the other is required.

**Semantic Notes:**

- Comments:**
- 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
  - 2 N402 is required only if city name (N401) is in the USA or Canada.

**Data Element Summary**

<b>Ref.</b>	<b>Data</b>	<b>Attributes</b>
<b>Des.</b>	<b>Element Name</b>	
<b>N401</b>	<b>19 City Name</b>	<b>C AN 2/19</b>
	Free-form text for city name	
<b>N402</b>	<b>156 State or Province Code</b>	<b>C ID 2/2</b>
	Code (Standard State/Province) as defined by appropriate government agency	
	<i>Use codes from the latest release of FIPS PUB 5-2, States and Outlying Areas of the United States.</i>	
<b>N403</b>	<b>116 Postal Code</b>	<b>O ID 4/9</b>
	Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	
<b>N404</b>	<b>26 Country Code</b>	<b>O ID 2/2</b>
	Code identifying the country	
	<i>Use codes from the latest release of ISO 3166, Codes for Representing Names of Countries.</i>	
<b>N405</b>	<b>309 Location Qualifier</b>	<b>O ID 1/2</b>
	Code identifying type of location	
	IP Postal	
	<i>Use to indicate an Army Post Office "APO" or Fleet Post Office "FPO".</i>	
<b>N406</b>	<b>310 Location Identifier</b>	<b>C AN 1/25</b>
	Code which identifies a specific location	
	<i>When N405 is code IP, cite the two letter APO or FPO identifier (AA for Miami, AE for New York, AP for San Francisco plus the zip code).</i>	



**Segment:** **REF** Reference Numbers  
**Position:** 340  
**Loop:** N1 Optional  
**Level:** Heading  
**Usage:** Optional  
**Max Use:** 12  
**Purpose:** To specify identifying numbers.  
**Syntax Notes:** 1 At least one of REF02 or REF03 is required.  
**Semantic Notes:**  
**Comments:**

#### Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	REF01	128	<b>Reference Number Qualifier</b>	<b>M ID 2/2</b>
			Code qualifying the Reference Number.	
			SY Social Security Number	
			TJ Federal Taxpayer's Identification Number	
	REF02	127	<b>Reference Number</b>	<b>C AN 1/30</b>
			Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	
	REF03	352	<b>Description</b>	<b>C AN 1/80</b>
			A free-form description to clarify the related data elements and their content	
			<i>May use when N101 equals VN to indicate Corporate Tax Status.</i>	
			<i>2Y Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services.</i>	
			<i>2L Other Corporate entity</i>	
			<i>2J Sole Proprietorship</i>	
			<i>2K Partnership</i>	
			<i>2N Hospital or extended care facility that is exempt from taxation.</i>	
			<i>2R Federal Facility.</i>	

**Segment: PER Administrative Communications Contact****Position:** 350**Loop:** N1 Optional**Level:** Heading**Usage:** Optional**Max Use:** 3**Purpose:** To identify a person or office to whom administrative communications should be directed**Syntax Notes:** 1 If PER03 is present, then PER04 is required.**Semantic Notes:****Comments:****Notes:** *One iteration of the PER citing a commercial telephone number or a facsimile number for a government point of contact is required.***Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
<b>Must Use</b>	<b>PER01</b>	<b>366</b>	<b>Contact Function Code</b>		<b>M ID 2/2</b>
				Code identifying the major duty or responsibility of the person or group named	
				<i>Use to identify contact points.</i>	
			AC	Administrative Contracting Officer	
			BD	Buyer Name or Department	
				<i>Use to indicate the name of the Contracting/Ordering Officer.</i>	
			IC	Information Contact	
<b>Must Use</b>	<b>PER02</b>	<b>93</b>	<b>Name</b>		<b>O AN 1/35</b>
				Free-form name	
<b>Must Use</b>	<b>PER03</b>	<b>365</b>	<b>Communication Number Qualifier</b>		<b>O ID 2/2</b>
				Code identifying the type of communication number	
			EM	Electronic Mail	
				<i>Should only be used if the address is less than 22 characters.</i>	
			FX	Facsimile	
				<i>Use to indicate a commercial fax number.</i>	
			TE	Telephone	
<b>Must Use</b>	<b>PER04</b>	<b>364</b>	<b>Communication Number</b>		<b>C AN 7/21</b>
				Complete communications number including country or area code when applicable	

**Segment:** **POC** Line Item Change**Position:** 010**Loop:** POC Optional**Level:** Detail**Usage:** Optional**Max Use:** 1**Purpose:** To specify changes to a line item

- Syntax Notes:**
- 1 If POC03 is present, then both POC04 and POC05 are required.
  - 2 If POC07 is present, then POC06 is required.
  - 3 If POC08 is present, then POC09 is required.
  - 4 If POC10 is present, then POC11 is required.
  - 5 If POC12 is present, then POC13 is required.
  - 6 If POC14 is present, then POC15 is required.
  - 7 If POC16 is present, then POC17 is required.
  - 8 If POC18 is present, then POC19 is required.
  - 9 If POC20 is present, then POC21 is required.
  - 10 If POC22 is present, then POC23 is required.
  - 11 If POC24 is present, then POC25 is required.
  - 12 If POC26 is present, then POC27 is required.

**Semantic Notes:****Comments:** 1 POC01 is the purchase order line item identification.

- Notes:**
1. *Use the 2/POC/010 loop to specify all information related to a CLIN or SUBCLIN. Each iteration of the POC loop will carry all information related to the CLIN or SUBCLIN cited in POC01.*
  2. *When used, the entire POC loop must be transmitted containing all applicable information as of the modification date to the line item identified in POC01.*

**Data Element Summary**

<b>Ref.</b>	<b>Data</b>	<b>Attributes</b>
<b><u>Des.</u></b>	<b><u>Element</u> <u>Name</u></b>	<b><u>Attributes</u></b>
<b>POC01</b>	<b>350 Assigned Identification</b>	<b>O AN 1/6</b>
	Alphanumeric characters assigned for differentiation within a transaction set	
	<i>1. Use to specify the Contract Line Item Number (CLIN), the Sub Contract Line Item Number (SUBCLIN), as assigned by the buying activity.</i>	
	<i>2. The line item number cited in POC01 will be the same as that listed in the 850 and in the corresponding 840 if possible.</i>	
<b>Must Use</b>	<b>POC02 670 Change or Response Type Code</b>	<b>M ID 2/2</b>
	Code specifying the type of change to the line item	
	<i>When used, the entire POC loop must be transmitted containin all applicable information as of the modification date to the line item indentified in POC01.</i>	

		AI	Add Additional Item(s) <i>Use when the modification action only requires the addition of a line item identified in POC01.</i>
		CA	Changes To Line Items <i>Use only when the code AI or DI do not apply. Use to indicate changes and/or deletions and/or additions.</i>
		DI	Delete Item(s) <i>Use when the modification action only requires the deletion of a line item identified in POC01.</i>
POC03	330	<b>Quantity Ordered</b>	<b>O R 1/9</b> Quantity ordered <i>Use to specify the quantity of the line item being ordered.</i>
POC04	671	<b>Quantity Left to Receive</b>	<b>C R 1/9</b> Quantity left to receive as qualified by the unit of measure <i>Use to identify the balance of the quantity to be received.</i>
POC05	355	<b>Unit or Basis for Measurement Code</b>	<b>C ID 2/2</b> Code identifying the basic unit of measurement. <i>Use "ZZ" at the CLIN level when quantities are specified at the SUBCLIN level.</i> Refer to 003010 Data Element Dictionary for acceptable code values.
POC06	212	<b>Unit Price</b>	<b>C R 1/14</b> Price per unit of product, service, commodity, etc. <i>Do not use this data element at the CLIN level if quantities are specified at the SUBCLIN level.</i>
POC07	639	<b>Basis of Unit Price Code</b>	<b>O ID 2/2</b> Code identifying the type of unit price for an item <i>1. When POC07 is code NC or QR, enter the number 0 in POC06.</i> <i>2. Do not use this data element at the CLIN level if quantities are specified at the SUBCLIN level.</i> NC No Charge NE Not to Exceed QR Previous Quoted Price <i>Use to indicate item not separately priced.</i> QT Quoted
POC08	235	<b>Product/Service ID Qualifier</b>	<b>O ID 2/2</b> Code identifying the type/source of the descriptive number used in Product/Service ID (234) <i>1. POC08 through POC27 are used in pairs, e.g., POC08 contains a qualifier code and POC09 contains data related to the code.</i>

**2. Code MF and MG must be used as a pair.**

CL	Color
EQ	Equipment Type
FS	National Stock Number
FT	Federal Supply Classification
IT	Buyer's Style Number
MF	Manufacturer
MG	Manufacturer's Part Number
ON	Customer Order Number
PL	Purchaser's Order Line Number
SW	Stock Number
VP	Vendor's (Seller's) Part Number

**POC09      234      Product/Service ID      C      AN 1/30**

Identifying number for a product or service

**POC10      235      Product/Service ID Qualifier      O      ID 2/2**

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

CL	Color
EQ	Equipment Type
FS	National Stock Number
FT	Federal Supply Classification
IT	Buyer's Style Number
MF	Manufacturer
MG	Manufacturer's Part Number
ON	Customer Order Number
PL	Purchaser's Order Line Number
SW	Stock Number
VP	Vendor's (Seller's) Part Number

**POC11      234      Product/Service ID      C      AN 1/30**

Identifying number for a product or service

**POC12      235      Product/Service ID Qualifier      O      ID 2/2**

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

CL	Color
EQ	Equipment Type
FS	National Stock Number
FT	Federal Supply Classification
IT	Buyer's Style Number
MF	Manufacturer
MG	Manufacturer's Part Number
ON	Customer Order Number

		PL	Purchaser's Order Line Number	
		SW	Stock Number	
		VP	Vendor's (Seller's) Part Number	
<b>POC13</b>	<b>234</b>	<b>Product/Service ID</b>		<b>C AN 1/30</b>
		Identifying number for a product or service		
<b>POC14</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>		<b>O ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		CL	Color	
		EQ	Equipment Type	
		FS	National Stock Number	
		FT	Federal Supply Classification	
		IT	Buyer's Style Number	
		MF	Manufacturer	
		MG	Manufacturer's Part Number	
		ON	Customer Order Number	
		PL	Purchaser's Order Line Number	
		SW	Stock Number	
		VP	Vendor's (Seller's) Part Number	
<b>POC15</b>	<b>234</b>	<b>Product/Service ID</b>		<b>C AN 1/30</b>
		Identifying number for a product or service		
<b>POC16</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>		<b>O ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		CL	Color	
		EQ	Equipment Type	
		FS	National Stock Number	
		FT	Federal Supply Classification	
		IT	Buyer's Style Number	
		MF	Manufacturer	
		MG	Manufacturer's Part Number	
		ON	Customer Order Number	
		PL	Purchaser's Order Line Number	
		SW	Stock Number	
		VP	Vendor's (Seller's) Part Number	
<b>POC17</b>	<b>234</b>	<b>Product/Service ID</b>		<b>C AN 1/30</b>
		Identifying number for a product or service		
<b>POC18</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>		<b>O ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		CL	Color	

		EQ	Equipment Type	
		FS	National Stock Number	
		FT	Federal Supply Classification	
		IT	Buyer's Style Number	
		MF	Manufacturer	
		MG	Manufacturer's Part Number	
		ON	Customer Order Number	
		PL	Purchaser's Order Line Number	
		SW	Stock Number	
		VP	Vendor's (Seller's) Part Number	
<b>POC19</b>	<b>234</b>	<b>Product/Service ID</b>		<b>C AN 1/30</b>
		Identifying number for a product or service		
<b>POC20</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>		<b>O ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		CL	Color	
		EQ	Equipment Type	
		FS	National Stock Number	
		FT	Federal Supply Classification	
		IT	Buyer's Style Number	
		MF	Manufacturer	
		MG	Manufacturer's Part Number	
		ON	Customer Order Number	
		PL	Purchaser's Order Line Number	
		SW	Stock Number	
		VP	Vendor's (Seller's) Part Number	
<b>POC21</b>	<b>234</b>	<b>Product/Service ID</b>		<b>C AN 1/30</b>
		Identifying number for a product or service		
<b>POC22</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>		<b>O ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		CL	Color	
		EQ	Equipment Type	
		FS	National Stock Number	
		FT	Federal Supply Classification	
		IT	Buyer's Style Number	
		MF	Manufacturer	
		MG	Manufacturer's Part Number	
		ON	Customer Order Number	
		PL	Purchaser's Order Line Number	
		SW	Stock Number	

		VP	Vendor's (Seller's) Part Number	
<b>POC23</b>	<b>234</b>	<b>Product/Service ID</b>		<b>C AN 1/30</b>
		Identifying number for a product or service		
<b>POC24</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>		<b>O ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		CL	Color	
		EQ	Equipment Type	
		FS	National Stock Number	
		FT	Federal Supply Classification	
		IT	Buyer's Style Number	
		MF	Manufacturer	
		MG	Manufacturer's Part Number	
		ON	Customer Order Number	
		PL	Purchaser's Order Line Number	
		SW	Stock Number	
		VP	Vendor's (Seller's) Part Number	
<b>POC25</b>	<b>234</b>	<b>Product/Service ID</b>		<b>C AN 1/30</b>
		Identifying number for a product or service		
<b>POC26</b>	<b>235</b>	<b>Product/Service ID Qualifier</b>		<b>O ID 2/2</b>
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		CL	Color	
		EQ	Equipment Type	
		FS	National Stock Number	
		FT	Federal Supply Classification	
		IT	Buyer's Style Number	
		MF	Manufacturer	
		MG	Manufacturer's Part Number	
		ON	Customer Order Number	
		PL	Purchaser's Order Line Number	
		SW	Stock Number	
		VP	Vendor's (Seller's) Part Number	
<b>POC27</b>	<b>234</b>	<b>Product/Service ID</b>		<b>C AN 1/30</b>
		Identifying number for a product or service		



<b>Segment:</b>	<b>PID</b> <b>Product/Item Description</b>
<b>Position:</b>	050
<b>Loop:</b>	PID Optional
<b>Level:</b>	Detail
<b>Usage:</b>	Optional
<b>Max Use:</b>	1
<b>Purpose:</b>	To describe a product or process in coded or free-form format
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 If PID04 is present, then PID03 is required.</li> <li>2 At least one of PID04 or PID05 is required.</li> </ol>
<b>Semantic Notes:</b>	
<b>Comments:</b>	<ol style="list-style-type: none"> <li>1 When PID01 is "F", PID04 is not used.</li> <li>2 Use PID03 to indicate the organization that publishes the code list being referred to.</li> <li>3 PID04 should be used for industry-specific product description codes.</li> <li>4 Use PID06 when necessary to refer to the product surface or layer being described in the segment.</li> </ol>
<b>Notes:</b>	<i>Use this 2/PID/050 segment when information applies to a specific line item.</i>

## Data Element Summary

	<b>Ref.</b>	<b>Data</b>	<b>Attributes</b>
	<b>Des.</b>	<b>Element Name</b>	
<b>Must Use</b>	<b>PID01</b>	<b>349 Item Description Type</b>	<b>M ID 1/1</b>
		Code indicating the format of a description	
		F Free-form	
<b>Not Used</b>	<b>PID02</b>	<b>750 Product/Process Characteristic Code</b>	<b>O ID 2/3</b>
		Code specifying the product or process characteristic being described.	
<b>Not Used</b>	<b>PID03</b>	<b>559 Agency Qualifier Code</b>	<b>C ID 2/2</b>
		Code identifying the agency assigning the code values	
<b>Not Used</b>	<b>PID04</b>	<b>751 Product Description Code</b>	<b>C ID 1/12</b>
		A code from an industry code list which provides specific data about a product characteristic	
<b>Must Use</b>	<b>PID05</b>	<b>352 Description</b>	<b>C AN 1/80</b>
		A free-form description to clarify the related data elements and their content	
		<i>Carries a free form description of the item or service being ordered.</i>	
<b>Not Used</b>	<b>PID06</b>	<b>752 Surface/Layer/Position Code</b>	<b>O ID 2/2</b>
		Code indicating the product surface, layer or position that is being described	

**Segment:** **MEA** Measurements  
**Position:** 060  
**Loop:** PID Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To specify physical measurements, including dimension tolerances, weights and counts.

- Syntax Notes:**
- 1 At least one of MEA03 MEA05 MEA06 or MEA08 is required.
  - 2 If MEA03 is present, then MEA04 is required.
  - 3 If MEA05 is present, then MEA04 is required.
  - 4 If MEA06 is present, then MEA04 is required.
  - 5 If MEA07 is present, then MEA03 is required.
  - 6 Only one of MEA08 or MEA03 may be present.

**Semantic Notes:**

- Comments:**
- 1 When citing dimensional tolerances, any measurement requiring a sign (+ or -), or any measurement where a positive (+) value cannot be assumed, use MEA05 as the negative (-) value and MEA06 as the positive (+) value.

**Notes:** *This segment can be used anytime a measurement needs to be described in the preceding PID segment.*

**Data Element Summary**

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
MEA01	737	Measurement Reference ID Code	O ID 2/2
		Code specifying the application of physical measurement cited.	
		CT Counts	
		SH Shipping Tolerance	
MEA02	738	Measurement Qualifier	O ID 1/3
		Code identifying the type of measurement.	
		PO Percent of Order (-, +)	
		Expression of allowable variance of order expressed either as absolute (for example 92% to 110%) or relative percent (for example - 8% to + 10%)	
		<i>Expression of allowable variance of order expressed either as absolute (for example 92% to 110%) or relative percent (for example - 8% to + 10%)</i>	
Not Used	MEA03	739 Measurement Value	C R 1/10
		The value of the measurement	
	MEA04	355 Unit or Basis for Measurement Code	C ID 2/2
		Code identifying the basic unit of measurement.	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
	MEA05	740 Range Minimum	C R 1/10
		The value specifying the minimum of the measurement range	

			<i>1. Use to specify the variation in quantity under.</i>  <i>2. Percents will be cited as follows: 4.25% will be cited as 4.25; 3% will be cited as 3 (note: leading and trailing zeros are suppressed).</i>	
	<b>MEA06</b>	<b>741</b>	<b>Range Maximum</b>	<b>C R 1/10</b>
			The value specifying the maximum of the measurement range	
			<i>1. Use to specify the variation in quantity over.</i>  <i>2. Percents will be cited as follows: 4.25% will be cited as 4.25; 3% will be cited as 3 (note: leading and trailing zeros are suppressed).</i>	
<b>Not Used</b>	<b>MEA07</b>	<b>935</b>	<b>Measurement Significance Code</b>	<b>O ID 2/2</b>
			Code used to benchmark, qualify or further define a measurement value	
<b>Not Used</b>	<b>MEA08</b>	<b>936</b>	<b>Measurement Attribute Code</b>	<b>C ID 2/2</b>
			Code used to express an attribute response when a numeric measurement value cannot be determined	
<b>Not Used</b>	<b>MEA09</b>	<b>752</b>	<b>Surface/Layer/Position Code</b>	<b>O ID 2/2</b>
			Code indicating the product surface, layer or position that is being described	

<b>Segment:</b>	<b>PKG</b> Marking, Packaging, Loading
<b>Position:</b>	080
<b>Loop:</b>	POC Optional
<b>Level:</b>	Detail
<b>Usage:</b>	Optional
<b>Max Use:</b>	200
<b>Purpose:</b>	To describe marking, packaging, loading, and unloading requirements
<b>Syntax Notes:</b>	<ol style="list-style-type: none"> <li>1 If PKG04 is present, then PKG03 is required.</li> <li>2 At least one of PKG04 or PKG05 is required.</li> </ol>
<b>Semantic Notes:</b>	
<b>Comments:</b>	<ol style="list-style-type: none"> <li>1 Use the MEA (Measurements) Segment to define dimensions, tolerances, weights, counts, physical restrictions, etc.</li> <li>2 PKG01 relates only to PKG04 and PKG05.</li> <li>3 Use PKG03 to indicate the organization that publishes the code list being referred to.</li> <li>4 PKG04 should be used for industry-specific packaging description codes.</li> <li>5 Special marking or tagging data can be given in PKG05 (description).</li> </ol>
<b>Notes:</b>	<p><i>1. Use this 2/PKG/080 segment if the packaging information applies to a line item. If the packaging information applies to all the line items, use the 1/PKG/220 segment.</i></p> <p><i>2. Do not use when standard commercial packaging is acceptable.</i></p>

## Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	PKG01	349	Item Description Type Code indicating the format of a description F Free-form	M ID 1/1
Not Used	PKG02	753	Packaging Characteristic Code Code specifying the marking, packaging, loading and related characteristics being described	O ID 1/5
Not Used	PKG03	559	Agency Qualifier Code Code identifying the agency assigning the code values	C ID 2/2
Not Used	PKG04	754	Packaging Description Code A code from an industry code list which provides specific data about the marking, packaging or loading and unloading of a product	C ID 1/7
	PKG05	352	Description A free-form description to clarify the related data elements and their content	C AN 1/80

**Segment: PO4 Item Physical Details****Position:** 090**Loop:** POC Optional**Level:** Detail**Usage:** Optional**Max Use:** 1**Purpose:** To specify the physical qualities, packaging, weights, and dimensions relating to the item

- Syntax Notes:**
- 1 If PO402 is present, then PO403 is required.
  - 2 If PO405 is present, then at least one of PO406 or PO407 is required.
  - 3 If PO408 is present, then PO409 is required.
  - 4 If PO413 is present, then at least one of PO410 PO411 or PO412 is required.

**Semantic Notes:**

- Comments:**
- 1 PO403 - The "Unit of Measure Code" (Element #355) in this segment position is for purposes of defining the pack (PO401) /size (PO402) measure which indicates the quantity in the inner pack unit. Example: If the carton contains 24 12-Ounce packages, it would be described as follows: Element 356 = 24; Element 357 = 12; Element 355 = OZ.
  - 2 PO410 defines the unit of measure for PO408, PO409, and PO410.

**Data Element Summary**

	<b>Ref.</b>	<b>Data</b>		
	<b>Des.</b>	<b>Element</b>	<b>Name</b>	<b>Attributes</b>
Not Used	PO401	356	<b>Pack</b>	O N0 1/6
			Number of inner pack units per outer pack unit	
Not Used	PO402	357	<b>Size</b>	O R 1/8
			Size of supplier units in pack	
Not Used	PO403	355	<b>Unit or Basis for Measurement Code</b>	C ID 2/2
			Code identifying the basic unit of measurement.	
Not Used	PO404	103	<b>Packaging Code</b>	O ID 5/5
			Code identifying the type of packaging; Part 1: Packaging Form, Part 2: Packaging Material	
Not Used	PO405	187	<b>Weight Qualifier</b>	O ID 1/2
			Code defining the type of weight	
	PO406	384	<b>Gross Weight per Pack</b>	C R 1/9
			Numeric value of gross weight per pack	
	PO407	355	<b>Unit or Basis for Measurement Code</b>	C ID 2/2
			Code identifying the basic unit of measurement.	
			LB Pound	
	PO408	385	<b>Gross Volume per Pack</b>	O R 1/9
			Numeric value of gross volume per pack	
			<i>Use to indicate Total Cube.</i>	
	PO409	355	<b>Unit or Basis for Measurement Code</b>	C ID 2/2

			Code identifying the basic unit of measurement.	
			CF	Cubic Feet
<b>Not Used</b>	<b>PO410</b>	<b>82</b>	<b>Length</b>	<b>O R 1/8</b>
			Largest horizontal dimension of an object measured when the object is in the upright position	
<b>Not Used</b>	<b>PO411</b>	<b>189</b>	<b>Width</b>	<b>O R 1/8</b>
			Shorter measurement of the two horizontal dimensions measured with the object in the upright position	
<b>Not Used</b>	<b>PO412</b>	<b>65</b>	<b>Height</b>	<b>O R 1/8</b>
			Vertical dimension of an object measured when the object is in the upright position	
<b>Not Used</b>	<b>PO413</b>	<b>355</b>	<b>Unit or Basis for Measurement Code</b>	<b>C ID 2/2</b>
			Code identifying the basic unit of measurement.	

**Segment:** **REF** Reference Numbers  
**Position:** 100  
**Loop:** POC Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 12  
**Purpose:** To specify identifying numbers.  
**Syntax Notes:** 1 At least one of REF02 or REF03 is required.  
**Semantic Notes:**  
**Comments:**

## Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	REF01	128	Reference Number Qualifier	M ID 2/2
			Code qualifying the Reference Number.	
			AT	Appropriation Number
				<i>Use to indicate ACRN and Service ID Code in REF02, and Long Line Accounting Data in REF03.</i>
			AX	Government Accounting Class Reference Number (ACRN)
			LI	Line Item Identifier (Seller's)
			RQ	Purchase Requisition No.
				<i>When citing a purchase request number, concatenate the purchase request line item number with the purchase request number if it is necessary to transmit both numbers.</i>
	REF02	127	Reference Number	C AN 1/30
			Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	
			<i>If REF01 equals LI, then the REF02 will equal the solicitation number of the corresponding 840/843.</i>	
	REF03	352	Description	C AN 1/80
			A free-form description to clarify the related data elements and their content	
			<i>When REF01 is code AT, REF03 will carry the Long Line Accounting Data (see attachment 1 for format).</i>	

**Segment: ITA Allowance, Charge or Service****Position:** 130**Loop:** POC Optional**Level:** Detail**Usage:** Optional**Max Use:** 10**Purpose:** To specify allowances, charges, or services

- Syntax Notes:**
- 1 If ITA02 is present, then at least one of ITA03 or ITA13 is required.
  - 2 If ITA08 is present, then ITA09 is required.
  - 3 If ITA10 is present, then ITA11 is required.

**Semantic Notes:**

- Comments:**
- 1 If ITA01 = A-Allowance or C-Charge, then at least one of ITA06, ITA07, or ITA08 must be present.
  - 2 If ITA07 is present with either ITA06 or ITA08, then ITA07 takes precedence.
  - 3 ITA12 is the quantity of free goods.

**Data Element Summary**

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	ITA01	248	<b>Allowance or Charge Indicator</b>	M ID 1/1
			Code which indicates an allowance or charge for the service specified	
			C Charge	
Not Used	ITA02	559	<b>Agency Qualifier Code</b>	O ID 2/2
			Code identifying the agency assigning the code values	
Not Used	ITA03	560	<b>Special Services Code</b>	C ID 2/10
			Code identifying the special service	
Must Use	ITA04	331	<b>Allowance or Charge Method of Handling Code</b>	M ID 2/2
			Code indicating method of handling for an allowance or charge	
			06 Charge to be Paid by Customer	
Not Used	ITA05	341	<b>Allowance or Charge Number</b>	O AN 1/16
			The number assigned by a vendor referencing an allowance, promotion, deal or charge	
Not Used	ITA06	359	<b>Allowance or Charge Rate</b>	O R 1/9
			Allowance or Charge Rate per Unit	
Must Use	ITA07	360	<b>Allowance or Charge Total Amount</b>	O N2 1/9
			Total dollar amount for the allowance or charge	
			<i>Use to carry charges as described in ITA13.</i>	
Not Used	ITA08	378	<b>Allowance/Charge Percent Qualifier</b>	O ID 1/1
			Code indicating on what basis allowance or charge percent is calculated	
Not Used	ITA09	332	<b>Allowance or Charge Percent</b>	C R 1/6
			Allowance or charge expressed as a percent.	



Not Used	ITA10	339	<b>Allowance or Charge Quantity</b> Quantity basis when allowance or charge quantity is different from the purchase order or invoice quantity	O R 1/10
Not Used	ITA11	355	<b>Unit or Basis for Measurement Code</b> Code identifying the basic unit of measurement.	C ID 2/2
Not Used	ITA12	380	<b>Quantity</b> Numeric value of quantity	O R 1/10
Must Use	ITA13	352	<b>Description</b> A free-form description to clarify the related data elements and their content <i>ITA13 contains descriptions such as: Excise Tax, Other Charge, Pallet Charge, Flat Charge, or Shipping Charge.</i>	C AN 1/80
Not Used	ITA14	150	<b>Special Charge or Allowance Code</b> Code identifying type of special charge or allowance	O ID 3/3

**Segment: FOB F.O.B. Related Instructions****Position:** 180**Loop:** POC Optional**Level:** Detail**Usage:** Optional**Max Use:** 1**Purpose:** To specify transportation instructions relating to shipment

**Syntax Notes:**

- 1 If FOB03 is present, then FOB02 is required.
- 2 If FOB04 is present, then FOB05 is required.
- 3 If FOB07 is present, then FOB06 is required.
- 4 If FOB08 is present, then FOB09 is required.

**Semantic Notes:**

**Comments:**

- 1 FOB01 indicates which party will pay the carrier.
- 2 FOB02 is the code specifying transportation responsibility location.
- 3 FOB06 is the code specifying title passage location.
- 4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

**Notes:** *Use this 2/FOB/180 segment to specify an FOB point and inspection acceptance location for a specific line item. Use the 1/FOB/080 segment to specify an FOB point and acceptance location that applies to all of the line items.*

**Data Element Summary**

Ref.	Data			
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	FOB01	146	<b>Shipment Method of Payment</b>	M ID 2/2
			Code identifying payment terms for transportation charges	
			DF Defined by Buyer and Seller	
	FOB02	309	<b>Location Qualifier</b>	C ID 1/2
			Code identifying type of location	
			<i>Use to identify the FOB point.</i>	
			DE Destination (Shipping)	
			OR Origin (Shipping Point)	
			ZZ Mutually Defined	
			<i>Use to identify the FOB point as described in FOB03.</i>	
	FOB03	352	<b>Description</b>	O AN 1/80
			A free-form description to clarify the related data elements and their content	
			<i>1. FOB03 is only used when FOB02 is code ZZ.</i>	
			<i>2. Contains descriptions such as: Origin, Destination, FAS Vessel, Inside Delivery, or Tailgate Delivery.</i>	
Not Used	FOB04	334	<b>Transportation Terms Qualifier Code</b>	O ID 2/2

Not Used	FOB05	335	Code identifying the source of the transportation terms <b>Transportation Terms Code</b>	C	ID 3/3
			Code identifying the trade terms which apply to the shipment transportation responsibility		
	FOB06	309	<b>Location Qualifier</b>	C	ID 1/2
			Code identifying type of location		
			<i>Used to identify inspection/acceptance point.</i>		
			DE	Destination (Shipping)	
			OR	Origin (Shipping Point)	
Not Used	FOB07	352	<b>Description</b>	O	AN 1/80
			A free-form description to clarify the related data elements and their content		
Not Used	FOB08	54	<b>Risk of Loss Qualifier</b>	O	ID 2/2
			Code specifying where responsibility for risk of loss passes		
Not Used	FOB09	352	<b>Description</b>	C	AN 1/80
			A free-form description to clarify the related data elements and their content		

**Segment:** **DTM** Date/Time/Period  
**Position:** 200  
**Loop:** POC Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 10  
**Purpose:** To specify pertinent dates and times  
**Syntax Notes:** 1 At least one of DTM02 or DTM03 is required.  
**Semantic Notes:**  
**Comments:**  
**Notes:** *Use when delivery applies to the entire line item.*

## Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	DTM01	374	Date/Time Qualifier		M ID 3/3
			Code specifying type of date or time, or both date and time		
			002	Delivery Requested	
			074	Requested for Delivery (Prior to and Including)	
	DTM02	373	Date		C DT 6/6
			Date (YYMMDD)		
			<i>All dates specified by SAACONS herein employ the bridging (windowing or 49/50 rule) application.</i>		
Not Used	DTM03	337	Time		C TM 4/4
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).		
Not Used	DTM04	623	Time Code		O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow		

**Segment: SCH Line Item Schedule****Position:** 220**Loop:** POC Optional**Level:** Detail**Usage:** Optional**Max Use:** 200**Purpose:** To specify the data for scheduling a specific line-item**Syntax Notes:** 1 If SCH03 is present, then SCH04 is required.

2 If SCH09 is present, then SCH08 is required.

**Semantic Notes:****Comments:** 1 SCH05 specifies the interpretation to be used for SCH06 and SCH07.**Notes:** *Use to indicate partial delivery at the line item level.***Data Element Summary**

	<b>Ref.</b>	<b>Data</b>	<b>Attributes</b>
	<b><u>Des.</u></b>	<b><u>Element</u> <u>Name</u></b>	<b><u>Attributes</u></b>
<b>Must Use</b>	<b>SCH01</b>	<b>380 Quantity</b> Numeric value of quantity	<b>M R 1/10</b>
<b>Must Use</b>	<b>SCH02</b>	<b>355 Unit or Basis for Measurement Code</b> Code identifying the basic unit of measurement. Refer to 003010 Data Element Dictionary for acceptable code values.	<b>M ID 2/2</b>
<b>Not Used</b>	<b>SCH03</b>	<b>98 Entity Identifier Code</b> Code identifying an organizational entity or a physical location.	<b>O ID 2/2</b>
<b>Not Used</b>	<b>SCH04</b>	<b>93 Name</b> Free-form name	<b>C AN 1/35</b>
<b>Must Use</b>	<b>SCH05</b>	<b>374 Date/Time Qualifier</b> Code specifying type of date or time, or both date and time 002 Delivery Requested 074 Requested for Delivery (Prior to and Including)	<b>M ID 3/3</b>
<b>Must Use</b>	<b>SCH06</b>	<b>373 Date</b> Date (YYMMDD) <i>All dates specified by SAACONS herein employ the bridging (windowing or 49/50 rule) application.</i>	<b>M DT 6/6</b>
<b>Not Used</b>	<b>SCH07</b>	<b>337 Time</b> Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	<b>O TM 4/4</b>
<b>Not Used</b>	<b>SCH08</b>	<b>374 Date/Time Qualifier</b> Code specifying type of date or time, or both date and time	<b>O ID 3/3</b>
<b>Not Used</b>	<b>SCH09</b>	<b>373 Date</b> Date (YYMMDD)	<b>C DT 6/6</b>
<b>Not Used</b>	<b>SCH10</b>	<b>337 Time</b> Time expressed in 24-hour clock time (HHMM, time range: 0000 through	<b>O TM 4/4</b>

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2359).

**Segment:** **N1** Name  
**Position:** 340  
**Loop:** N1 Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To identify a party by type of organization, name, and code  
**Syntax Notes:** 1 At least one of N102 or N103 is required.  
 2 If either N103 or N104 is present, then the other is required.  
**Semantic Notes:**  
**Comments:** 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.

## Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
Must Use	N101	98 Entity Identifier Code	M ID 2/2
		Code identifying an organizational entity or a physical location.	
		FW Forwarder	
		<i>Use to indicate port of embarkation.</i>	
		PR Payer	
		<i>Use to indicate the line item paying office.</i>	
		ST Ship To	
		<i>Use to indicate Ship To location where services are to be performed if different from that cited in the N1-N4 segments in the header.</i>	
		UC Ultimate Consignee	
		<i>"Used for mark for address".</i>	
N102	93	Name	C AN 1/35
		Free-form name	
N103	66	Identification Code Qualifier	C ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	
		1 Dun and Bradstreet (Credit Reporting) (DUNS)	
		9 DUNS with 4-character suffix	
		10 Department of Defense Activity Address Code (DODAAC)	
		16 ZIP Code	
		33 Commercial and Government Entity (CAGE)	
N104	67	Identification Code	C ID 2/17
		Code identifying a party.	

**Segment:** **N2** Additional Name Information  
**Position:** 350  
**Loop:** N1 Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify additional names or those longer than 35 characters in length  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
Must Use	<b>N201</b>	<b>93</b>	<b>Name</b>	<b>M AN 1/35</b>
			Free-form name	
	<b>N202</b>	<b>93</b>	<b>Name</b>	<b>O AN 1/35</b>
			Free-form name	



**Segment:** **N3** Address Information  
**Position:** 360  
**Loop:** N1 Optional  
**Level:** Detail  
**Usage:** Optional  
**Max Use:** 2  
**Purpose:** To specify the location of the named party  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:**

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	N301	166	Address Information	M AN 1/35
			Address information	
	N302	166	Address Information	O AN 1/35
			Address information	

**Segment: N4 Geographic Location****Position:** 370**Loop:** N1 Optional**Level:** Detail**Usage:** Optional**Max Use:** 1**Purpose:** To specify the geographic place of the named party

- Syntax Notes:**
- 1 At least one of N401 or N405 is required.
  - 2 If N401 is present, then N402 is required.
  - 3 If either N405 or N406 is present, then the other is required.

**Semantic Notes:**

- Comments:**
- 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
  - 2 N402 is required only if city name (N401) is in the USA or Canada.

**Data Element Summary**

<b>Ref.</b>	<b>Data</b>	<b>Name</b>	<b>Attributes</b>
<b>Des.</b>	<b>Element</b>		
<b>N401</b>	<b>19</b>	<b>City Name</b> Free-form text for city name	<b>C AN 2/19</b>
<b>N402</b>	<b>156</b>	<b>State or Province Code</b> Code (Standard State/Province) as defined by appropriate government agency <i>Use codes from the latest release of FIPS PUB 5-2, States and Outlying Areas of the United States.</i>	<b>C ID 2/2</b>
<b>N403</b>	<b>116</b>	<b>Postal Code</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	<b>O ID 4/9</b>
<b>N404</b>	<b>26</b>	<b>Country Code</b> Code identifying the country <i>Use codes from the latest release of ISO 3166, Codes for Representing Names of Countries.</i>	<b>O ID 2/2</b>
<b>N405</b>	<b>309</b>	<b>Location Qualifier</b> Code identifying type of location IP Postal <i>Use to indicate an Army Post Office "APO" or Fleet Post Office "FPO".</i>	<b>O ID 1/2</b>
<b>N406</b>	<b>310</b>	<b>Location Identifier</b> Code which identifies a specific location <i>When N405 is code IP, cite the two letter APO or FPO identifier (AA for Miami, AE for New York, AP for San Francisco plus the zip code).</i>	<b>C AN 1/25</b>

**Segment:** **CTT** **Transaction Totals**  
**Position:** 010  
**Loop:**  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To transmit a hash total for a specific element in the transaction set  
**Syntax Notes:** 1 If CTT03 is present, then CTT04 is required.  
2 If CTT05 is present, then CTT06 is required.  
**Semantic Notes:**  
**Comments:** 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

#### Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	CTT01	354	<b>Number of Line Items</b>	<b>M N0 1/6</b>
			Total number of line items in the transaction set	
			<i>Cite the number of PO1 segments.</i>	
Not Used	CTT02	347	<b>Hash Total</b>	<b>O R 1/10</b>
			Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element.	
			Example:	
			-.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. ----- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field.	
Not Used	CTT03	81	<b>Weight</b>	<b>O R 1/8</b>
			Numeric value of weight	
Not Used	CTT04	355	<b>Unit or Basis for Measurement Code</b>	<b>C ID 2/2</b>
			Code identifying the basic unit of measurement.	
Not Used	CTT05	183	<b>Volume</b>	<b>O R 1/8</b>
			Value of volumetric measure	
Not Used	CTT06	355	<b>Unit or Basis for Measurement Code</b>	<b>C ID 2/2</b>
			Code identifying the basic unit of measurement.	
Not Used	CTT07	352	<b>Description</b>	<b>O AN 1/80</b>
			A free-form description to clarify the related data elements and their content	

**Segment:** **AMT** Monetary Amount  
**Position:** 020  
**Loop:**  
**Level:** Summary  
**Usage:** Optional  
**Max Use:** 1  
**Purpose:** To indicate the total monetary amount  
**Syntax Notes:**  
**Semantic Notes:**  
**Comments:** 1 If segment AMT is used in Table 2 of the 850, 855, 860 or 865 transaction sets, then AMT01 = 01. If it is used in Table 3 of those transaction sets, then AMT01 = TT.

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	AMT01	522	Amount Qualifier Code	M ID 1/2
			Code to qualify amount	
			TT Total Transaction Amount	
Must Use	AMT02	782	Monetary Amount	M R 1/15
			Monetary amount	
			<i>The total amount of the order.</i>	

**Segment:** **SE** Transaction Set Trailer  
**Position:** 030  
**Loop:**  
**Level:** Summary  
**Usage:** Mandatory  
**Max Use:** 1  
**Purpose:** To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).

**Syntax Notes:****Semantic Notes:**

**Comments:** 1 SE is the last segment of each transaction set.

**Data Element Summary**

	<b>Ref.</b>	<b>Data</b>		
	<b><u>Des.</u></b>	<b><u>Element</u></b>	<b><u>Name</u></b>	<b><u>Attributes</u></b>
<b>Must Use</b>	<b>SE01</b>	<b>96</b>	<b>Number of Included Segments</b>	<b>M N0 1/6</b>
			Total number of segments included in a transaction set including ST and SE segments	
<b>Must Use</b>	<b>SE02</b>	<b>329</b>	<b>Transaction Set Control Number</b>	<b>M AN 4/9</b>
			Identifying control number assigned by the originator for a transaction set.	
			<i><b>This is the same number as the one in ST02.</b></i>	